Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: Loan Nguyen, Javier Lopez, Donna Dorsey, Dwayne Cain, Roger Toliver, Johnny Dong, Mostafa Ghous, Ramona Butler, Maurice Martin

Guests:

Absent: Ralph Smeester, Paula Coil, Vincent Koo, Fatima Shah, Alejandria Tomas, Cynthia Reese, Catalina Herrera, Sylvia Espinosa, Francine Lewis, Jasmine Martinez, Jemala Aytjanova, Masanori Sugiyama, Chris Nguyen, Jiho Park, Gail Pendleton, Marilyn Montague, Erin Walker, Mohammad Hossain, John Pang

Recorder: Joanna Louie

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions**  **(Shared Agreement/Resolved or Unresolved?)** |
| 1. Call to order | Call to order- 12:18pm  Health & Safety Committee 2014-2015 meeting dates confirmed- please mark your calendars!   * Tuesday, **October 28**, 2014 12:15-1:30pm room 451 * Tuesday, **November 18**, 2014 12:15-1:30pm room 451 * Tuesday, **December 9**, 2014 12:15-1:30pm room 451 * Tuesday, **February 24**, 2015 12:15-1:30pm room 451 * Tuesday, **March 24**, 2015 12:15-1:30pm room 451 * Tuesday, **April 28**, 2015 12:15-1:30pm room 451 | Meeting scheduled 11/25 in the Master Calendar. Joanna will check if all the other dates are listed correctly.  **Update:** None of the other future meeting dates listed on the Master Calendar. Joanna emailed Eboni Floyd to add these dates. |  |
| 1. Agenda Review | Agenda: APPROVED |  | Resolved |
| 1. Review and Approval of 10/28/14 Notes | Roger makes motion to approve minutes, Mostafa seconds. | Joanna will post 10/28 mtg minutes after meeting.  **Update:** Joanna posted notes to webpage. | Resolved |
| 1. Follow-up Discussion (Drill) | * Loan suggests that we designate a person to keep people moving away from the entrance. * Everyone was trying to exit through the front entrance. Shirley suggests we should tell the safety aides to tell people to go out the nearest exit (e.g. exit southeast stairwell if classes are located there). * Mostafa recommends all floor monitors to know where the park is. Everyone was standing in front of City Hall instead of the park. Also, he wants the committee to be aware that if an emergency were to happen, we will not have all safety aides on campus. * Ramona suggests having someone stay at the end to direct people. Shirley will place this responsibility on the security. * Shirley: we will not make an announcement for the next drill. The whole college evacuated less than 13 minutes. Faculty were letting students out early and waiting across the street. We need a clear picture of how long it takes to clear the building. * Donna says one thing VPI Vo-Kumamoto mentioned is for the floor monitors on the 1st floor to lead people to the park and the 5th floor monitors will make sure that everyone is following behind. * Maurice: we should have all the doors open for the next drill as it was causing people to slow down and jam exiting the building. * Maurice: for the next drill, we should tell the faculty not to use the elevators and have the instructors tell their students to listen to the people with the vest on. * Maurice: we need law enforcement to coordinate with BCC to control streets during evacuation drill. * Maurice and Ramona recommend having place cards with “down to the park!” placed at the student ambassadors’ desk in case people do not know where to evacuate to. * Dwayne recommends having a radio check before the drill because we are not sure of the bandwidth. * Donna suggests Shirley to get another blow horn as it was difficult to hear with the huge crowd. * Shirley: committee should take a look at what emergency supplies/equipment we need. Not everyone has a backpack, vest, flash light, radio, etc. (radio update: Javier sent over request for 26 new radios. District putting it out to bid) | Joanna will give revised floor monitors list to Maurice. |  |
| 1. Develop Committee Goals 2014-15 | 2014-2015 Goals & Activities handout distributed-  BCC’s Institutional Goals:   1. Goal 1: Preserve and nourish resources to ensure access, equity and success for all students. 2. Goal 2: Increase certificate/degree completion and transfers to 4-year colleges or universities by inspiring and supporting students. 3. Goal 3: Improve career and college-preparation progress and success rates. 4. Goal 4: Ensure BCC programs and services reach sustainable, continuous quality improvement level. 5. Goal 5: Collaborate to ensure fiscal stability.   Health & Safety Committee Proposed Activities:   * Provide additional safety training and offer ongoing training [e.g. hold a workshop to have CPR training so everyone can participate] (for Goal 4)   Suggestions:   * We need to include everyone in emergency preparedness (Shirley) * What is the protocol to address an active intruder- lock down? (Maurice) * We need a crisis intervention (Ramona) * We had a police officer doing walk-throughs back in the day on all floors. We should look into this (Ramona) | **Action item:** Shirley will send out email blast a few times during the semester and attach documents of procedures when an emergency happens (‘what to do in a medical emergency’ and ‘incident report’).   * Donna recommends that info can be given out during Flex Day in January as well (‘Security & Evacuation Procedures’). * Mostafa suggests offering CPR training for Flex Day.   **Action item:** Brenda will gather our Crisis Management Team. We need a plan in place.  **Action item:** Shirley will contact VC of General Services and Alameda Sheriff Dept. to see if they are willing to conduct a short active intruder training for us.  **Action item:** Shirley will bring to the District Public & Safety Committee the need for active shooter/building lock-down training. |  |
| 1. Additional Safety Training | Ramona: Many offices do not have the basic safety supplies.  Maurice: 1 of the defibrillators does not work. We need to check and make sure they are all functioning. | **Action item:** Ramona will send out email blast about having flashlights & batteries. We need to see how much these supplies will cost us.  **Action item:** Javier will give us location of emergency trunks and first aid kits to be part of the email blasts.  **Action item:** Shirley will follow-up with the Director of Risk Management, Greg Valentine, to see if we get defibrillator maintenance. |  |
| 1. Adjourn | Adjourn- 1:04pm |  |  |